

On August 25th, 2017 FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to _____, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive on _____ am/pm, _____, 2017. The anticipated work schedule is a 12-hour work day Sunday thru Saturday. This deployment is slated for a minimum of 14-day period, not including travel time. If you are unable to check-in during this time frame, you must contact Region 6 at R6HarveyLSC@epa.gov. If you have questions about the deployment, please contact the Logistics Section Chief (LSC) at R6HarveryLSC@epa.gov.

Position/assignment and Asset Tracker Number: _____

Command Post: _____

Arrival Date: _____

Demo Date: _____

POC at Command Post: _____

Lodging: _____

Mode of Transportation: _____

IMPORTANT ACTION ITEMS (NO EXCEPTIONS):

1. Prepare TA per your regional process. Include your Asset Tracker number in TA comments. Apply below accounting code and route through regional process for authorization and approval.
2. Ensure work schedule in People Plus is recorded as regular 8 hour day.
 1. Overtime forms.
 - ❖ Outside R6 – Complete overtime request form, include your Asset Tracker number and obtain Regional Manger approval. Upon returning to your region from response, complete approved overtime form and PDF copy to R6HarveyfSC@epa.gov
 - ❖ R6 Employees – Overtime form will be prepared for you by REOC. Approved copy will be emailed to you. Upon returning from the response, complete approved overtime form and PDF copy to R6HarveyfSC@epa.gov
3. UPON ARRIVAL TO HOTEL/COMMAND POST, CALL LOGISTICS AT _____

TA Accounting Code:

DCN: HHR

Budget FY: 2016/17

Fund: BR

Org Code: 06LOX13

PRC: 303DC6

Site: H001

See attached mobilization guidance document for detailed information.